



STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
 REAL ESTATE & PROFESSIONAL TRADES DIVISION
 ARCHITECTURAL LICENSING BOARD
 Telephone: (860) 713-6145

APPLICATION FOR LICENSE FOR CORPORATE PRACTICE OF ARCHITECTURE

INSTRUCTIONS:

All spaces must be completed - please print or type. This application **must be accompanied by a check or money order for \$50.00**, made payable to: "Treasurer, State of Connecticut". Application fees are **non-refundable**. You must be registered with the Secretary of State in Connecticut as a domestic or foreign corporation at the time of this application. Attach a Certificate of Good Standing issued by the Secretary of the State of Connecticut and the Secretary or other appropriate official of the State of incorporation if other than Connecticut. These certificates must be dated not more than thirty (30) days prior to filing this application. **Important:** *Note specific statutory and regulatory requirements indicated in the excerpts from the General Statutes and Regulations of Connecticut included in this application.*

→ Return your completed application and fee to:

Department of Consumer Protection, License Services, 165 Capitol Avenue, Hartford, CT 06106.

Name of Corporation		State of Incorporation
Address of Principal Office in State of Incorporation		
Address of Principal Office in Connecticut (If different from Address of Principal Office above)		
Addresses of Other Office		
Name and Address of Chief Executive Officer of Corporation		
Tel Number (w/area code)	Federal Employer Identification Number	Certificate of Authority from Connecticut Secretary of State <input type="checkbox"/> Yes <input type="checkbox"/> No

STATE THE NAME OR NAMES OF AN INDIVIDUAL OR INDIVIDUALS LICENSED TO PRACTICE ARCHITECTURE IN THIS STATE WHO SHALL BE IN CHARGE OF ARCHITECTURAL WORK BY SAID CORPORATION IN CONNECTICUT:

(Any change in such designation must be reported within thirty (30) days after such change becomes effective.)

Name of Chief Executive Officer	Residence Address	CT LIC NO.
--	--------------------------	-------------------

LIST NAMES OF DIRECTORS AND OFFICERS

Name	Title	Residence Address	CT LIC NO.
Name	Title	Residence Address	CT LIC NO.
Name	Title	Residence Address	CT LIC NO.

LIST NAMES OF HOLDERS OF VOTING STOCK

Name	% of Stock	Residence Address	CT LIC NO.
Name	% of Stock	Residence Address	CT LIC NO.
Name	% of Stock	Residence Address	CT LIC NO.

LIST NAMES OF ALL PERSONNEL WHO ACT ON BEHALF OF THE CORPORATION AS ARCHITECTS

Name	CT LIC NO.
Name	CT LIC NO.
Name	CT LIC NO.
Name	CT LIC NO.
Name	CT LIC NO.

Has the applicant or any of the corporate officers ever been convicted of a felony crime? YES [] NO [] If yes, please attach a statement providing the dates(s) of conviction(s), the court(s) where the cases were decided and a description of the circumstances relating to each conviction(s).

CERTIFICATION

Under oath, I declare that the forgoing statements, to the best of my knowledge and belief, are true and made in good faith.

Signed - Chief Executive Officer

Date

Name of Corporation

Before me personally appeared the signer of the above, who acknowledged himself to be the said officer of the said corporation and that he as said officer, being authorized so to do, executed the foregoing application for the purposes therein contained, by signing the name of the corporation by himself as said officer, In witness thereof:

Signed - Notary Public

Date

My Commission Expires

Excerpts from General Statutes of Connecticut

Sec. 20-298b. Practice of architecture by corporations.

(a) The practice of or the offer to practice architecture in this state by individual licensed architects under the corporate form or by a corporation, a material part of the business of which includes architecture, as defined in this chapter, is permitted, provided such personnel of such corporation as act in its behalf as architects, its chief executive officer and the holder or holders of not less than two-thirds of the voting stock thereof are licensed under the provisions of said chapter, and provided such corporation has been issued a certificate of authorization by the board. No such corporation shall be relieved of responsibility for the conduct or acts of its agents, employees or officers by reason of its compliance with the provisions of this section, nor shall any individual practicing architecture be relieved of responsibility for architectural services performed by reason of his employment or relationship with such corporation. (b) A qualifying corporation desiring a certificate of authorization shall file with the board an application upon a form prescribed by said board which shall state the name and address of such corporation, the city or town and the street and number where such corporation is to maintain its principal office in this state, the names and addresses of all of its stockholders, directors and officers, and a statement as to whether or not the holder or holders of at least two-thirds of the voting stock of such corporation are persons holding a license issued by said board and such other information as may be required by said board, and which shall be accompanied by an application fee of fifty dollars. If all requirements of this chapter are met, the board shall issue to such corporation a certificate of authorization within sixty days of such application; provided the board may refuse to issue a certificate if any facts exist which would entitle the board to suspend or revoke an existing certificate. After obtaining such certificate of authorization, any such corporation may practice architecture subject to the regulations established under this chapter and provided all plans, specifications, sketches, drawings and documents pertaining to any services rendered shall be signed and bear the seal of a Connecticut licensed architect in accordance with the provisions of section 20-293 and the regulations established under this chapter. Each such certificate shall be renewable annually if all requirements of this chapter are met; provided the board may refuse to renew a certificate if any facts exist which would entitle the board to suspend or revoke an existing certificate. A corporation holding a certificate of authorization hereunder shall report any changes in the ownership of its shares of stock or in the person holding the chief executive office to the board within thirty days after any such change. (c) Any certificate of authorization issued by the board pursuant to the provisions hereof may be revoked or suspended for a period not to exceed one year by the board after notice and hearing in accordance with the regulations established by the Commissioner of Consumer Protection, if it is shown that the holder of such certificate of authorization does not conform to the requirements of this section; that the certificate was obtained through fraud or misrepresentation; or that the chief executive officer, the holder of any of the stock of the corporation holding such certificate of authorization or any licensed architect employed by or acting on behalf of such corporation has been censured or has had his certificate of registration suspended or revoked by the board pursuant to the provisions of section 20-294. (d) Each such corporation shall file with the board a designation of an individual or individuals licensed to practice architecture in this state who shall be in charge of architectural work by such corporation in this state. Such corporation shall notify the board of any change in such designation within thirty days after such change becomes effective. (e) Nothing in this section shall be construed to prohibit any corporation in existence prior to 1933, whose charter authorizes the practice of architecture, from continuing to make plans and specifications and supervise construction as authorized by section 20-290.

Sec. 20-289-8 Regulations of Connecticut

A certificate of authorization for the practice of architecture shall be deemed lapsed if the corporate holder thereof has failed to pay the secretary of the board the renewal fee as prescribed by statute. The corporate holder of a lapsed certificate of authorization shall not again practice architecture in this state until the secretary of the board has been paid the renewal fee for each lapsed year or fraction thereof after the first sixty days following the date on which the certificate of authorization became lapsed and provided such payment is made within three years of the date on which the certificate of authorization became lapsed. If more than three years have elapsed from the date on which the certificate of authorization became lapsed, the corporate holder thereof shall not again practice architecture in this state until application for certificate of authorization, accompanied by the fee, has been submitted to the secretary of the board and same has been approved by the board. Upon such approval, the corporate holder shall be issued a new registration number.